



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

DEPARTMENT ORDER NO. 12 2020

RETITLING THE UNDERSECRETARY FOR POLICY'S SENIOR SPECIAL ASSISTANT POSITION AS "DEPUTY UNDERSECRETARY FOR POLICY"

SECTION 1. LEGAL BASES

The following are the legal bases of this Department Order:

1. Executive Order No. 292 or the "Administrative Code of 1987" which vests in the Secretary the power to establish the policies and standards for the operations of the Department pursuant to the approved programs of government; promulgate rules and regulations necessary to carry out Department objectives, policies, functions, plans, programs, and projects, as well as administrative issuances, necessary for the efficient administration of the offices under the Secretary and the proper execution of the laws relative thereto;
2. Republic Act No. 7157 or the "Philippine Foreign Service Act of 1991" which authorizes the Secretary to issue rules and regulations as may be necessary to implement the provisions of the Act; to review periodically all existing administrative rules and regulations with the end in view of updating such rules and regulations which may be inconsistent with the national interest; and to review and realign periodically the principal offices of the Department to effectively meet the requirements of the Foreign Service;
3. Section 7 of Department Order No. 19-2015 or the "Phase I of the Institutional Strengthening of the Department of Foreign Affairs," which authorizes the Secretary of Foreign Affairs to designate "one (1) Senior Special Assistant for each of the Undersecretaries";
4. Section 1 of Department Order No. 18-2014 on the designation of the Acting Head of Office, which provides that, "In case of [the Undersecretary's] leave of absence, official mission abroad, or incapacity of the Head of Office, the next ranking officer [Senior Special Assistant] shall immediately assume charge as Acting Head of Office; and
5. Section 4.1 of DBM Budget Circular 2018-3, which states that "if the salary grade of the position is maintained, the staffing/classification action is deemed a retitling."

SECTION 2. OBJECTIVE

This Department Order shall institutionalize the retitling of the Senior Special Assistant (SSA) position of the office of the Undersecretary for Policy as "Deputy Undersecretary for Policy."

2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 834 - 4000
www.dfa.gov.ph

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Signing Officer

SECTION 3. SCOPE

This Department Order shall apply to the office of the Undersecretary for Policy in respect of its functions and operations.

SECTION 4. FUNCTIONS

A. The Deputy Undersecretary for Policy shall perform the following duties:

1. Assist the Undersecretary for Policy in the coordination of policy formulation and responses based on recommendations from policy, geographic, line offices, Foreign Service Posts, and agencies;
2. Assist the Undersecretary for Policy in the review and oversight over the preparation by policy offices of policy options papers, country, regional, and international strategy papers, and speeches, including concept papers related to Philippine foreign policy and relations;
3. Act as Executive Officer of the office of the Undersecretary for Policy, which includes overseeing the administrative aspects of the operations of the office; and
4. When directed by the Undersecretary, represent the Undersecretary in meetings in the Philippines or abroad, including in bilateral consultations and meetings, ASEAN and related meetings, as well as Cabinet and inter-agency meetings, such as the National Task Force on West Philippine Sea issues.

B. In the absence or during official travels of the Undersecretary for Policy, the Deputy Undersecretary for Policy shall perform the duties of the former as Acting Head of Office, including, but not limited to, the following:

1. Advise and assist the Secretary of Foreign Affairs in the formulation and implementation of the Department's objectives and policies;
2. Supervise Policy and Geographic Offices;
3. Coordinate, implement, monitor, and evaluate policies related to political and security matters in the conduct of Philippine foreign relations;
4. Recommend policies to preserve and enhance national security, including the protection of territorial integrity and national sovereignty;
5. Implement and coordinate Department policies and positions involving bilateral functional cooperation;
6. Promote the Philippines' relations with bilateral and other partners; and
7. Coordinate with other Philippine government agencies in developing country positions on various political and security issues with foreign policy implications.

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All the actions of the Deputy Undersecretary for Policy, which would have substantive policy implications, should have the approval of the Undersecretary for Policy obtained through electronic or other means.

SECTION 5: ELIGIBILITY REQUIREMENTS

The designated Deputy Undersecretary for Policy shall hold the rank of Chief of Mission II or higher with relevant qualifications and experience on a par with an Assistant Secretary in the Department of Foreign Affairs.

SECTION 6. REPEALING CLAUSE

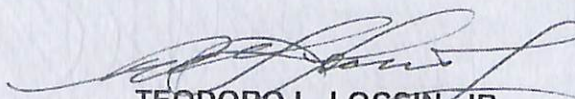
This Department Order supersedes all other Department Orders, Department Circulars, and all other internal collective instructions issued, or parts thereof, which are inconsistent with the provisions of this Order.

SECTION 7. SEPARABILITY CLAUSE

If any section or part of this Department Order is declared contrary to law or unconstitutional by a competent authority, the remaining sections or parts hereof shall remain in full force and effect.

SECTION 8. EFFECTIVITY

This Order shall take effect after fifteen (15) days from the date of its deposit with the Office of the National Administrative Register (ONAR), University of the Philippines Law Center.


TEODORO L. LOCSIN, JR.
Secretary of Foreign Affairs

Pasay City, **NOV 25 2020**

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